K Screen Update

Planning is underway for the 2016-17 K Screen implementation. Please read carefully as this update is full of time-sensitive information.

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Dates to Remember:

August 8 – anticipated "go live" date for OMS account

K Screen Links:

Common Kindergarten Entry Screener, KDE
Information on the K Screen, plus forms and previous updates.

Refresher Webcast, KDE
Recording of the March 28 online session hosted by Melody Cooper.

Open House Data, KDE
K Screen results released statewide

Curriculum Associates, Kentucky
Online training videos regarding the Online Management System can be found here.

K Screen Contact:
Melody.Cooper @education.ky.gov

(502) 564-7056, ext. 4763

Brigance Online Management System (OMS)

New Account:

Thank you for submitting staff files to assist in setting up Kentucky's OMS account for the 2016-17 school year. KDE and Curriculum Associates are working to test the files and data in hopes of a successful initial set up. Please consider the following when planning:

- **The anticipated "go live" date for new OMS account is August 8.** Users will not be able to log in before that. Communication from Melody Cooper will be sent to district Brigance contacts when the account is ready.

- Users will not receive login credentials automatically. To log in on August 8, use the "Forgot Password" feature on the Brigance OMS Login Screen. The user will be prompted to enter his or her user name and email address; enter the district email address in both boxes. The system will send an email to the user with temporary login credentials. If the message is not found quickly, check junk and clutter folders.

- The OMS account often contains mistakes during the initial set-up phase. If screening with iPads is planned, it is advised to wait until you're able to check the status of your account.

Infinite Campus Preparations:

Setting up classes – A data exchange process is in place to pull class and student information from IC and import the information into the Brigance OMS. Districts, schools, classes and kindergarten homeroom teachers will be automatically set up in the Brigance OMS. Core Assessment and Self-help and Social-Emotional data for each student is entered into the Brigance OMS, and the results are merged into IC after the statewide data reporting process is complete. In order for the Brigance OMS to initially set up correctly, districts and schools must schedule the homerooms in IC. Each kindergarten homeroom must be coded as one of the following:

703001 Elementary Homeroom

701010 Primary Self-Contained

600117 Self-Contained Emotional/Behavioral Disability (EBD) –Life Skills

600101 Self-Contained Functional/Mental Disability (FMD)

The homeroom must also be associated with a teacher whose district email address is entered into IC. Be sure that teacher name changes which are reflected in their email addresses have been updated in IC. The teacher's email address is how students are assigned to the correct class in the Brigance OMS.

Enrolling students – There is no way for KDE or district staff to manually add students into the Brigance OMS. As students enroll and are assigned to a homeroom with one of the required codes, the student data will automatically populate into the Brigance OMS. The system will refresh once a week; district staff can usually expect to see new students by Wednesday of each week. If new students are not showing up, check that everything is entered correctly in IC. If it is, contact Melody Cooper for support.

Common pitfalls – Please use the Student Locator in IC when enrolling students. The Student Locator can be found in IC under **Student Information** > **Student Locator**. District staff who handle student enrollments should always start by using the Student Locator to search for students being enrolled. This prevents duplicate records from being created if students had previous enrollments. Every year, numerous duplicate records are created. This can keep students from integrating into the Brigance OMS and it slows down the process for state reporting of readiness scores. Refer to the Enrollment Data Standard for additional details.

If a student has a suffix in his name, such as Jr., make sure it is entered in the suffix box in IC and not the last name box.

Ensure that birth dates are entered correctly. Often the child's birth month and day is entered correctly, yet the current year instead of the birth year is entered.

Remember, screening data can only be entered when the students populate in the Brigance OMS. **If your school or district prefers screening with iPads, do not schedule screenings before school starts**, as most students are not enrolled in IC and populated into the Brigance OMS until mid-August.

Training Topics

Training for new and experienced teachers and/or screen administrators must be delivered by a district employee who attended a six-hour, face-to-face Training of Trainers (TOT) session. When planning topics for training, consider the following:

- New teachers and/or screen administrators must receive the three-hour, face-to-face training from the district trainer. The PowerPoint presentation is attached to this message.
- Experienced teachers and/or screen administrators must be trained; the duration and modality are at the discretion of the district. Several district Brigance contacts have continued face-to-face trainings with experienced staff to ensure an annual recalibration, ensuring everyone is consistent with screening practices and data entry. The PowerPoint used for the refresher webcast may be modified for experienced teachers and/or screen administrators. This presentation was intended for district Brigance contacts, so some slides will not be pertinent to school staff.

Important training topics for new and experienced staff include, but are not limited to:

- reviewing the 2016-17 Implementation Guide
- collecting prior setting data
- conveying information about your district's screening window
- outlining your district's data entry expectations and timelines
- sharing consistent screening practices
- using data for instructional purposes

- sharing data with families
- collecting Self-help and Social-Emotional forms
- viewing OMS videos on the Brigance training site for Kentucky

Some districts have reported trouble viewing the videos on the Brigance Training Site. The videos are functioning correctly, so the likely culprits are pop-up blockers or district web security protocols. Contact your district technology staff for assistance. Contact Melody Cooper if you are unable to access the videos AFTER working with your district technology staff.

Updated Forms

Updated forms have been posted to KDE's K Screen website. The parent survey for the Self-help and Social-Emotional scales is attached in English and Spanish. This form must be copied, as it is not furnished in the materials from Curriculum Associates. **However, the parent survey is part of the screen and must be completed only during your district's screening window.**